

Washington Award for Vocational Excellence (WAVE)

How to Request and Receive Letters of Recommendation

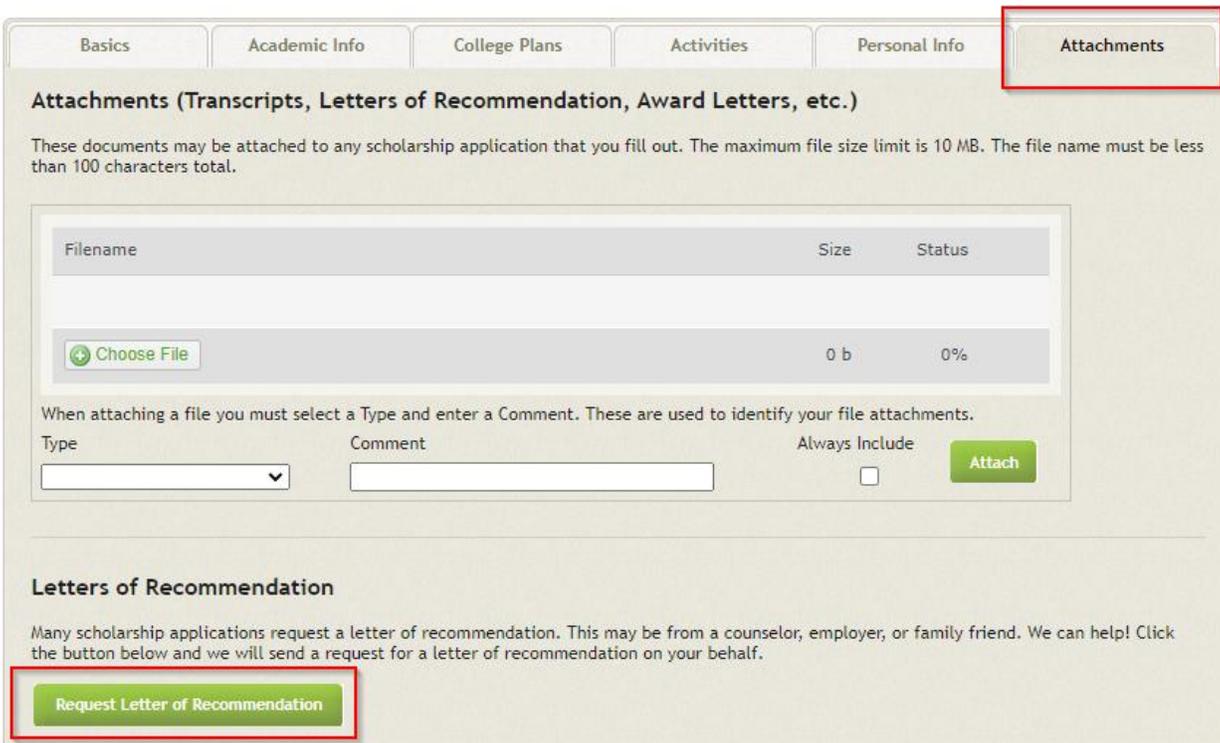
You MUST submit a minimum of two Letters of Recommendation, (three are permitted). If you participated in a school-based Career and Technical Student Organization (CTSO) or service organization, your faculty or staff advisor can provide one of your Letters of Recommendation. Complete the following steps:

(1) Click on your WashBoard **"My Profile"** tab



(2) Navigate to the Attachments tab

(3) Scroll down and select the green button **"Request Letter of Recommendation"**

A screenshot of the 'Attachments' section in the WashBoard.org interface. The top navigation bar has tabs for 'Basics', 'Academic Info', 'College Plans', 'Activities', 'Personal Info', and 'Attachments'. The 'Attachments' tab is highlighted with a red box. Below the tabs, there is a section titled 'Attachments (Transcripts, Letters of Recommendation, Award Letters, etc.)'. This section contains a table with columns for 'Filename', 'Size', and 'Status'. Below the table is a 'Choose File' button. There is also a form for adding attachments with fields for 'Type', 'Comment', and 'Always Include', and an 'Attach' button. At the bottom of the section, there is a green button labeled 'Request Letter of Recommendation' which is highlighted with a red box.

Continue to next page...

(4) In the pop-up window enter the email addresses of up to three educators/employers/references

(5) In the message box copy and paste the following statement for your reviewers:

"Please address this student's excellence in Career and Technical Education, their character, leadership, and contributions. Learn more about Washington State's WAVE award at <https://www.wtb.wa.gov/wave/>"

(6) Select the default of "Only your Name and Email Address" and scroll down to the green "Send" button.

theWashBoard.org | - Work - Microsoft Edge
https://washboard.wsac.wa.gov/Seeker/LetterOfRecommendation.aspx?popup=true

Request a Letter of Recommendation

We will send an email requesting they write a letter of recommendation on your behalf. You will be sent an email notifying you when they have completed the letter of recommendation.

Enter up to 5 e-mail addresses, separated by commas or semicolons.

E-mail addresses you provide here will not be used for any other purpose. For more information see our privacy statement in [Terms of Use](#)

Add a personal comment (240 chars limit):
You may want to include in your personal comment:

- Specific things about yourself you would like the person to mention in the letter of recommendation.
- The date you would like them to complete the letter of recommendation by.
- Schools you are applying to and/or Scholarships you are applying

Please address this student's excellence in Career and Technical Education, their character, leadership, and contributions. Learn more about Washington State's WAVE award at <https://www.wtb.wa.gov/wave/>

Allow recipients to view:

Only your Name and Email Address Your entire profile

Send

(7) AFTER you've sent the request for recommendations, return to the green tabs at the top of your screen and select "My Applications."

Welcome back Marina!

My Home | 1 New Message(s) | Logout | Search Scholarships

theWashBoard.org

My Profile | My Matches | **My Applications** | My Settings | My Messages

Continue to next page...

(8) Select the WAVE scholarship and click on the green "edit" button.

Scholarship Name	Application Due Date	# of Awards	Amount \$	Status	Date Submitted
Washington Award for Vocational Excellence (WAVE) 2021-2022	5/6/2022	147	\$0 to \$11,000	Applying	Edit

(9) Then select the "Additional Requirements" tab, and navigate back to the original question where you will enter the names and titles of those you sent your request to.

Edit Application

Delete Application

Print view

Washington Award for Vocational Excellence (WAVE) 2021-2022, Washington Student Achievement Council

Basics	Academic Info	College Plans	Activities	Personal Info	Additional Requirements
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